

**CITY OF EAU CLAIRE
PLAN COMMISSION MINUTES**

Meeting of February 4, 2013

City Hall, Council Chambers

7:00 p.m.

Members Present: Messrs. Kayser, Pearson, Hibbard, Duax, Larson, Weld, Ms. Mitchell, Ms. Ebert

Staff Present: Messrs. Van Gompel, Tufte, Genskow, Noel

The meeting was chaired by Mr. Kayser.

1. **CONDITIONAL USE PERMIT (CZ-1303) – Outside Storage, 2740 Bauer Street**

Mr. Tufte reported on an application to allow four outdoor material storage bunkers for Altoona's Public Works Department at 2740 Bauer Street. The applicant is proposing to purchase the property and use it for Altoona's Public Works facility. The use is permitted in the I-1 district but the outside storage bunkers are a conditional use. The parking lot will be improved and a storm water pollution prevention plan needs to be submitted.

Mike Golat, City Administrator for the City of Altoona, spoke in support of the conditional use permit. They need a larger facility and equipment will be stored inside.

Mr. Hibbard moved to approve the conditional use permit per the conditions of the staff report. Mr. Duax seconded and the motion carried.

2. **ANNEXATION (13-1A) – 3561 Cypress Street, Town of Washington**

Mr. Tufte presented the staff report on an annexation of 1.2 acres of land, which includes a single-family residence. The proposed land use is residential and commercial. The property will be subdivided. Part of the lot will be consolidated with an irregular parcel for future commercial development and the other part for the home off Cypress Street.

No one spoke in opposition to the proposed annexation.

Mr. Weld moved to recommend approval of the annexation. Mr. Pearson seconded and the motion carried.

3. **CERTIFIED SURVEY MAP (CSM-1-13) – Burnell Drive, Town of Seymour**

This item was postponed per the applicant's request. No one spoke at the hearing.

Mr. Duax motioned to postpone the CSM until the applicant is ready; seconded by Mr. Hibbard and the motion carried.

4. **ACQUISITION – 925 Addison Avenue**

Mr. Tufte stated the City has received a DNR stewardship grant that will assist in acquiring this property along the Chippewa River. The acquisition is consistent with the Comprehensive Plan and the Waterways & Parks Commission recommended approval.

Ms. Mitchell motioned to recommend approval to purchase the property. Mr. Hibbard seconded and the motion carried.

5. **EASEMENTS – Golf Road**

Mr. Genskow presented light pole easement requests for the south side of Golf Road from three property owners. Utilities blocked the installation within the right-of-way and so the south side easements were needed to locate the poles on private property. The new lights will be energy efficient LEDs and serve as a test pilot.

Mr. Pearson asked about possible conflicts with the poles and existing signage.

Mr. Weld motioned to recommend approval of the easement locations; second by Mr. Duax and the motion carried.

6. **SITE PLAN (SP-1303) – Commercial and Residential Building, 630 Water Street**

Mr. Tufte presented the request to approve a site plan at 630 Water Street. The project includes a 3,150 sq. ft. rebuild of an office and two second floor dwelling units. The existing structure was damaged by a fire and will be demolished. Zoning allows the zero-foot setback. The office and apartments will require 9 stalls. The site plan shows 3 stalls. A 7-stall parking lease agreement with the American Legion covers the other required stalls. Applicant will need to maintain the agreement after expiry or find an alternate solution. The bicycle parking rack must include 4 stalls. It is recommended to share a future trash enclosure with the Legion so parking can be improved on site. All Public Works Department conditions must be fulfilled.

Matthew McHugh, with Clearwater Real Estate, stated he is working with the Legion to locate a shared dumpster on the Legion's property. He will be responsible for screening it. The parking lease agreement is intended to cover parking during their business hours.

Mr. Duax motioned to approve site plan subject to the staff condition letter. He noted to add in the letter, for item B.1, the January 15, 2013, date of the parking lease agreement. Seconded by Ms. Mitchell, the motion carried.

7. **DISCUSSION/DIRECTION**

A. Public Hearing Notice Signs and Radius Notice

Mr. Tufte presented examples of public hearing notice signs for rezonings, conditional uses, and variances/appeals. Two sizes were shown; one for inside a window and one for outside placement. The 4'x3' outdoor sign matches the maximum size of a real estate sign. The notice signs would be posted by staff and the fee would be paid for by the applicant. With the City handling the signs it would allow for uniformity in the signage's official appearance and timely installation and removal. Staff already goes out at least once to make a site visit so they can place the sign then on the subject site. He also showed various radius public notice mailing maps of 175' (used presently), 300', and 500' from a project site's property lines. Depending on the community, distances vary with smaller usually for cities, and larger for more rural.

Commissioners discussed the public hearing notice signs and radius notice distance maps. There were mixed opinions, but the commission thought all three applications should require the sign and to change the radius mailings from 175' to 300'. They believed also for heavy industrial projects that a 500' radius notice mailing should be used. They also directed to copy both town clerks and town presidents when radius mailings to property owners fall outside city limits, and to notify neighborhood associations when applicable. Further, they thought the new use of zoning signs should be explained to applicants so they are aware that one will be located on the property.

Mr. Tufte stated staff will draft the appropriate code changes for their review in March or in April.

B. Draft Health Chapter – Comprehensive Plan

Mr. Noel explained that this planning effort came out of the 5-year update to the Comprehensive Plan. The process in developing the Health Chapter and the many sources used in formulating the draft were noted. The purpose statement, and health and built environment definitions, were also stated. The chapter covers six sections: active living, food & nutrition, land use, safety & crime, drug use, and environmental exposures. Under each section numerous policies are proposed. Policies range from education, research, incentives, program enhancements, partnerships, internal review policies, to regulations. Proposed policies were tied back to the latest evidence-based research so the text has an educational quality to clearly identify health and built environment connections. The Advisory Committee's policy priorities were stated. Their feedback will help populate the work program implementation section. This section, along with the main and sectional introductions, and policy revisions will be brought to the commission in March for a review before the public hearing is set.

Commissioners gave feedback on the draft. There were various comments made, such as on the writing style (i.e. reads more like a position paper), grammar errors, the need to trim down the educational connections, the need to keep in education material and evidence-based research, concerns about policies going beyond the built environment, concerns about how to work as partners with the City/County Health Department, and to link pertinent policies with measureable outcomes.

C. Code Compliance Items

None.

D. Future Agenda Items

New City Manager, Russell Van Gompel, introduced himself to the Plan Commission.

8. MINUTES

The minutes of the meeting of January 14, 2013, were approved.